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**Form Management Branch Report
for
Fiscal Year 1961**

I. General Statistical Data

- (1) Completed 1063 forms analysis projects resulting in development of 145 new forms; improvement of 206 old forms and the critical review of 712 reprints requests. These actions lead to the printing of over 33 million form copies.
- (2) One hundred and seventy-one forms were made obsolete. As of 30 June 1961 there were 1746 Forms (1538 Agency and 208 other Government Forms) in use in CIA.

II. Tangible Dollar Benefits

The following are representative of the tangible benefits resulting from the 1,063 forms analysis projects and other miscellaneous Branch projects. Many benefits not computed are intangible or would have taken too much time to compute.

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| (1) Reduced the size of a Project Control Record, Form 619 | \$ 350. |
| (2) Reduced copy distribution of Form Indices | 500. |
| (3) Prevented creation of new Document Control Record | 500. |
| (4) Improved the Master Immunization Record and related filing system | 4,380. |
| (5) Eliminated FBID logging of OCR disseminated material | 4,580. |
| (6) Converted warehouse stock of 106,000 sets of IK series forms from dual offset masters to 212,000 single masters, thus preventing wastage of 106,000 masters and re-procurement of a like amount of cut masters | 7,420. |
| (7) Prevented unnecessary retypes by prescribing use of Columbia M-50 Mylar typewriter ribbons in OCR | 6,000. |
| (8) Eliminated unused pinfeed feature of Batch Mat; reduced quantity ordered; rejected excessive bid, then rebid | 3,730. |
| (9) Changed personnel action forms and systems for computers. (OP and Computer Personnel share credit here) | 23,080. |

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SECRET**III. Some Intangible Benefits**

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- (2) A CIA Forms Management Handbook was written.
- (3) A procedure "How To Procure Other Government Agency Forms Used By CIA" was developed and published.
- (4) Conducted a 4 months Thermal Test of Information Report Sets.
- (5) Started an Agency wide test on typewriter ribbons obtained from 10 different manufacturers. Testing was completed but final evaluation of findings not made due to lack of time and a change in emphasis of Forms (Correspondence) Management Program.
- (6) Recommended to United States Intelligence Board Committee On Documentation that all name check forms used in the Government be standardized.
- (7) Started a Forms survey in DD/P. Included among accomplishments were:
 - a. Briefed large number of RMO's and RAO's of DD/P on the Forms Management Program. Effected the orderly transfer of the DD/P Forms Program from DD/P/PC to the DD/P/RMO and instructed the personnel of the RMO's office on a Forms Management Program. Sold one Division of DD/P on the idea of doing something about its 150 bootleg forms. One man is now spending over half of his time on this project.
- (8) Developed a new magnetized plastic Security Check Sheet Holder which will contribute greatly to good housekeeping practices in the Agency. Of even greater significance is the versatility of this holder and its use with the new 2-drawer desk safes ordered for the New Building. Five-thousand holders have been ordered.
- (9) Developed a "Versi-Tray" which may be used as an overnight storage box and/or a conventional desk tray. Recommended that Office of Logistics procure 13,000 of these units.

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- (10) Consolidated OL Dispatch Form overprints \$ 320.
- (11) Prevented destruction of 185,000 sets of old Dispatch Forms by requiring the field to use them until stocks exhausted. 6,000.
- (12) Combined two Intelligence Exchange Forms 1,500.
- (13) Removed 23,000 faulty CIA Information Report Master Sets from Supply System, preventing the retyping of an estimated 11,500 unsuitable masters and unnecessary reproduction of 5,750 of these faulty masters. Total estimated savings. 12,000.
- (14) Discontinued use of 10,000 envelopes for dissemination of OS Reports 200.
- (15) Arranged for manufacturer to reimburse the Agency for faulty forms. 13,950.
(This does not include time saved on Flexowriters and costs of handling, shipping, etc.)
- (16) Total Tangible Benefits \$74,510.

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SECRET**IV. TRAINING, PERSONNEL AND RELATED ACTIVITIES**

- (1) [] helped found the Forms Management Council (FMC) and was elected its first Chairman. He was also elected Vice-Chairman of the Inter-Agency Records Administration Conference (IRAC). He chaired several FMC and IRAC meetings and was principal speaker at several of such meetings.

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(2) External Training

[] - RCA Systems Analysis Course
 [] - American University's course in Administration and Planning of a Records Program. (Two semesters)
 [] - Arlington County School Board's Introduction to Electronic Computers and Management Control.
 [] "Conduct of Management Surveys" by USDA Graduate School.

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(3) Internal Training

[] Logistics Support Course
 All FMB Members - Agency Computer Orientation

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(4) Personnel Changes

[] retired.
 [] detailed to Building Planning Staff.
 [] detailed to DDP/RMO for about 3 months.
 [] resigned from the Agency.

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(5) Trips

[] to Business Show in New York City
 [] - to Conropolis, Pa. to visit McGregor Carbon Forms Company and CODO.

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